



**Bob Holden**  
Governor

State of Missouri  
**OFFICE OF ADMINISTRATION**

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**James Miluski**  
Director  
Division of Purchasing  
& Materials Management

**Jacquelyn D. White**  
Commissioner

March 30, 2004

«VENDOR\_NM»  
«ADDRESS\_LINE1 »  
«ADDRESS\_LINE2 »  
«CITY», «STATE» «ZIP\_CODE»

Dear State of Missouri Contractor:

In accordance with Executive Order 04-09, the Division of Purchasing and Materials Management (DPMM), hereby requires all contractors to disclose whether any work necessary to provide the contract services is being performed offshore. If work is being performed offshore, the contractor must disclose the location and services/items being performed in offshore locations. Listed below is a current contract with its description. The contractor may receive multiple letters identifying individual contracts.

Contract: «PRICE\_AGR\_NUM»  
Description: «PRICE\_AGR\_DESC»  
Expiration Date: «PRICE\_AGR\_END\_DATE» (YYYYMMDD)

The DPMM asks your company/entity respond within 10 calendar days to this requirement. You may respond in several methods. If no work is being performed offshore, you may indicate such on this letter, sign and return via one of the methods below. If work is being performed offshore, document the work as stated above and return via one of the methods below. However, please include a copy of this letter with your response so that contracts may be documented with the required information.

Mail: Division of Purchasing  
PO Box 809  
Jefferson City, MO 65102

Fax: 573-526-5985 or 573-526-9815

E-mail: [purchmail@mail.state.mo.us](mailto:purchmail@mail.state.mo.us)

Sincerely,

«BUYER\_NM»